CALIFORNIA SCHOOLS

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WALTER F. DEXTER
Superintendent of Public Instruction

EDITOR:
IVAN R. WATERMAN
Chief, Division of Textbooks and Publications

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PROCEDURES FOR APPROVAL OF BUILDING PLANS AND SCHOOL SITES

CHAS. BURSCH, Chief, Division of Schoolhouse Planning

The present time, it is hoped, being near the close of a long period of relative inactivity in school construction, is a good one to restate the procedures involved in school site and building plan approval by the State Department of Education. Such a statement at this time should be especially helpful to new school officials and school architects.

Jurisdiction of the Department in these matters is limited by the Education Code to school districts not governed by a "city board of education." Education Code Section 18404 requires a written report and recommendations by the Department to the governing board of a district on a proposed school site before its acquisition. Section 18172 requires the governing board of a school district to obtain the written approval of the Department on plans before letting a contract or contracts totaling $5,000 or more for school construction. The Department is required by Section 18101 to establish rules and regulations needed for the expeditious handling of the work of the Division of Schoolhouse Planning.

State Department of Education action on approvals for school sites and school building plans may now be had from the Los Angeles office of the Department as well as from Sacramento. Chas. D. Gibson, Field Representative, Division of Schoolhouse Planning, 311 State Building, Los Angeles, will serve the following counties: Inyo, Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.

The procedure in securing the written recommendations of the Department on a proposed school site acquisition is merely for the school district to inform the Division of Schoolhouse Planning of its intention to acquire land. A representative of the Division examines the property and gives its recommendations in a letter to the district.

The procedure for approval of plans is more complex. The Division of Schoolhouse Planning concerns itself most with features of the building having to do with educational usefulness. Since for the most part the features contributing to the educational usefulness of a building are determined before the preliminary plans are completed, the Division Staff does most of its work in connection with plans in their preliminary stages.

The Division has long operated under the rule that its written approval be given to school plans coming under its jurisdiction before

the governing board authorizes its architect to proceed with final drawings and specifications and prior to payment by the district to the architect of the amount due for preliminary drawings. However, there has not hitherto been published a comprehensive statement of the scope and content expected by the Division to appear on preliminary drawings submitted to it. Such a statement is presented here for the convenience of school district officials and their architects. Preliminary plans for a specific building should be based upon a carefully developed master plan of the building site involved. Approval of preliminary plans by the State Department of Education is effective for a period of one year only after date of approval.

Requirements for Preliminary Plans

Preliminary drawings when submitted to the Division of Schoolhouse Planning shall include a plot of building plan; floor plans; elevation of two sides of building; showing the following items:

Plot Plan (to scale)

- Size and shape of entire site with over-all dimensions
- Point of compass and data on prevailing and storm winds where significant
- Topographical conditions (engineer's survey is required except on level site)
- Location of proposed building on site, its future additions and existing structures
- Student traffic connection between all buildings
- Service roads and parking areas
- Buildings on adjacent properties within 40 feet of property lines (indicate only)
- Existing growth (trees) and natural barriers (rocks, cliffs, streams, etc.)
- Adjacent streets, highways, sidewalks, railroads, etc. (Designate major highways, county roads, or residential streets)

Floor Plans (to scale, not less than $\frac{1}{16}$ in. to 1 ft.)

- Location, sizes and purposes of all rooms
- Location of all doors, windows, etc.
- Location of plumbing fixtures, chalk boards, bulletin boards, built-in equipment and casework
- General method of heating, ventilating and lighting
- Over-all dimensions

Possible future additions to the building
Tentative furniture and equipment layouts, including student stations

ELEVATIONS (same scale as plans, of at least two sides)

Finished floor and ceiling levels
Finished outside grades
Windows, doors, steps, areas, retaining walls, etc.
Materials, especially as related to acoustics and maintenance

SECTIONS (same scale, to explain condition not made clear in other drawings)

MISCELLANEOUS

Dates of drawings and revisions
For auditorium-assembly units seating over 200, evidence that acoustical adequacy has been considered in shape and form
Brief statement from school board explaining need for the building and the proposed method of financing

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DEPARTMENTAL COMMUNICATIONS

DIVISION OF TEXTBOOKS AND PUBLICATIONS

IVAN R. WATERMAN, Chief

NEW PUBLICATIONS

Directory of California Superintendents of Schools. Bulletin of the California State Department of Education, Vol. XIII, No. 6, October, 1944. Pp. vii+24.

This directory is published annually by the California State Department of Education. It contains directories of county, city, and district superintendents of California as well as a directory of members of the administrative staff of the Department. The material is prepared by the Division of Research and Statistics. It includes explanatory statement summarizing the status of county, city, and district superintendents of schools in California.

Copies of the directory have been sent to all superintendents of schools in California and to a selected list of school officials and school organizations. The price to others is 15 cents plus a sales tax on California orders. Requests and orders should be sent to the Division of Textbooks and Publications.

Aviation Education in California Public Schools. Report of the California Aviation Education Conference. Bulletin of the State Department of Education, Vol. XIII, No. 5, September, 1944. Pp. v+56.

The three reports of committees of teachers and administrators from elementary schools, high schools, and junior colleges included in this bulletin stress the social significance of aviation in the present-day world. The reports include recommendations on the teaching of aviation at all levels in the public schools of California.

Copies of the bulletin have been distributed to all secondary schools and all elementary schools with three or more teachers, and to county, city, and district superintendents of schools for the members of their staffs. Requests and orders for copies should be sent to the Division of Textbooks and Publications. The price is 25 cents a copy plus sales tax on California orders.

DIVISION OF SCHOOLHOUSE PLANNING

CHAS. BURSCH, Chief

FEDERAL FUNDS FOR PLANNING OF POSTWAR SCHOOL BUILDING CONSTRUCTION

A part of Public Law 458—78th Congress (Chapter 480—2nd Session) Approved October 3, 1944, is printed herewith because of its possible application to California school districts desiring financial assistance in the preparation of plans for postwar construction. When federal funds have been appropriated for this purpose and the Federal Works Agency procedures are known an additional statement will be forthcoming.

TITLE V—PUBLIC WORKS

Sec. 501. (a) In order to encourage States and other non-Federal public agencies to make advance provision for the construction of public works (not including housing), the Federal Works Administrator is hereby authorized to make, from funds appropriated for that purpose, loans or advances to the States and their agencies and political subdivisions (hereinafter referred to as "public agencies") to aid in financing the cost of architectural, engineering, and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action preliminary to the construction of such public works: *Provided*, That the making of loans or advances hereunder shall not in any way commit the Congress to appropriate funds to undertake any projects so planned.

(b) Funds appropriated for the making of loans or advances hereunder shall be allotted by the Federal Works Administrator among the several States in the following proportion: 90 per centum in the proportion which the population of each State bears to the total population of all the States, as shown by the latest available Federal census, and 10 per centum according to his discretion: *Provided*, That the allotments to any State shall aggregate not less than one-half of 1 per centum of the total funds available for allotment hereunder: *Provided further*, That no loans or advances shall be made with respect to any individual project unless it conforms to an over-all State, local, or regional plan approved by competent State, local, or regional authority.

(c) Advances under this section to any public agency shall be repaid by such agency if and when the construction of the public works so planned is undertaken. Any sums so repaid shall be covered into the Treasury as miscellaneous receipts.

(d) The Federal Works Administrator is authorized to prescribe rules and regulations to carry out the purposes of this section.

FOR YOUR INFORMATION

RESOLUTION ON CO-ORDINATION OF COMMUNITY NURSING SERVICE

A resolution has been adopted by Committee on Nursing Administration of the National Organization for Health Nursing urging the co-ordination of public nursing service in each community. So great is the need for nursing service in military establishments and industrial organizations that the greatest economy must be maintained in connection with nursing personnel and facilities. The resolution asks the United States Office of Education to urge upon state and local school systems the importance of participating in the co-ordination of local community nursing services.

PUBLICATION WITH POSTWAR INFORMATION

A new publication, *Postwar Information Bulletin,* offers the latest information on books, pamphlets, films, recordings, and radio programs having to do with postwar problems.

The October issue was devoted to the problems of postwar unemployment.

Further information concerning the *Bulletin* may be obtained from the publishers, Postwar Information Exchange, Inc., 8 W. Fortieth Street, New York 18.

NEW AGE REQUIREMENTS FOR MARITIME SERVICE

A change in age requirements for persons enrolling in the U. S. Maritime Service has just been announced by the office of the Pacific District, United States Maritime Service, San Francisco. Men between the ages of seventeen and fifty years are now being accepted.

This information is sent out for the use of teachers in the public schools who may need it in counseling students.

TREASURY DEPARTMENT MATERIAL APPROVED BY MUSIC EDUCATORS

The use of the project "Music in the Service of the Schools at War" as a sound musical educational plan to build morale and patriotism has been endorsed by the National Music Educators conference. The project is issued by the War Finance Program of the United States Treasury Department.

EDUCATIONAL MATERIALS FROM OFFICE OF PRICE ADMINISTRATOR

Copies of materials on wartime economic education are available from the Regional Office of the O. P. A., 1355 Market Street, San Francisco. Some of the materials are listed here:

1. Wartime Economic Education in the Secondary Schools
2. Wartime Anti-inflation Education: Suggested Activities for the Elementary Schools
3. O. P. A. Information Leaflets for Schools and Colleges
4. A Practical Program for Wartime Consumer Education
5. Facts You Should Know Series
7. The ABC of Price Control and Rationing
10. The Essential Role of Subsidies in Stabilization Program
11. War on the Home Front

CONGRESS SUBJECT OF NEW ISSUE OF BUILDING AMERICA

Pictures and pictographs illustrate the current issue of Building America containing a unit on the Congress of the United States.

The unit describes how Congress operates, the kind of men and women in it, how laws are made, the powers of Congress and the relation of Congress to the President.

The purpose of the material is to answer questions and give students the information they need for analyzing the criticisms directed against Congress.

The unit is issued by the Department of Supervision and Curriculum Development of the National Education Association, 2, W. Forty-fifth Street, New York 19.

UNITED NATIONS EDUCATION KIT AVAILABLE TO SCHOOLS

The United States Office of Education has co-operated with the United Nations Information Office in the preparation of a United Nations Education Kit for use in the public schools.

Teaching materials and visual aids in the kit may be used with high school or college classes as the basis for a unit of study on the United Nations. The kit may also be effectively used with adult clubs and discussion groups.

Each kit contains a reprint of "Building a United World," a study guide on the United Nations in war and peace, originally published in *Education for Victory* for September 20, 1944; fifteen copies of "The United Nations Today and Tomorrow," fifteen copies of "The United Nations—People and Countries"; and large picture charts.

"The United Nations Today and Tomorrow" provides material for study organized under five headings: Who are the United Nations; Forerunners of the United Nations; How the United Nations Came Into Being; How the United Nations Co-operate in War; and How the United Nations Co-operate in Peace. "The United Nations—Peoples and Countries" discusses each of the 37 nations in terms of geography, history, cultural uniqueness, political system, economy, and wartime role. Student activities, supplementary readings, and discussion questions are included in the reprint from *Education for Victory.*

TEACHING GUIDE TO STUDY OF POSTWAR WORLD

A handbook for teachers is now available from Scholastic Magazines, 220 E. Forty-second Street, New York. The purpose of the handbook is to help organize the material in the study units on postwar problems appearing in *Senior Scholastic* and *World Week.*

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INDEX TO VOLUME XV, 1944

The Index to Volume XV of *California Schools* has been made in brief form as a part of the December issue. The editors have listed only the most important items in the section "For Your Information," and by a system of cross indexing have reduced the listing of separate items to a minimum. Reference to digests of interpretations of the school law appear in the Index under "Legal Interpretations," and the various items are not cited in the general index. The abbreviations SC, AC, and AGO have been used in the legal section to show that the item is a digest of a decision of the Supreme Court, the Appellate Court, or of an opinion of the Attorney General.

The first number after each item in the Index refers to the number of the issue of *California Schools* where it may be found, and the second cites the page on which the item appears. A comma separates the number of the issue and the page reference; a semicolon separates references to the same subject.

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